



## Pro Forma Invoice

Subscription Service

### TELEPHONE ORDERS

1-800-363-2068 or (703) 605-6060.

FAX: (703) 605-6880 To verify receipt of your FAX order, call (703) 605-6060.

TDD: (703) 487-4639

### ONLINE ORDERING:

Order via E-mail 24 hours a day: [orders@ntis.gov](mailto:orders@ntis.gov)

For Internet security, register your credit card at NTIS.  
Simply call (703) 605-6070.

Date: \_\_\_\_\_

**NOTE: Prepayment Required.** Payment Options Available: **Check or Money Order**, payable to NTIS in U.S. dollars and drawn on a U.S. bank in an amount sufficient to cover the price quoted below; **Credit Card** (VISA, MasterCard, American Express, or Discover); or **NTIS Deposit Account**. To establish an NTIS Deposit Account, please submit your check or money order, or authorize charging your credit card for an amount sufficient to cover the price quoted below. Please note that NTIS charges a \$20 quarterly maintenance fee to Deposit Account holders.

Subscription Product Number: PB2005-595000

Title: CMS Regulations & Manuals on CD-ROM

Unit Price: \$ 232.00 (estimated for one year of updates)

### Computer Products *Please fill out information below when ordering Computer Products.*

SELECT REQUIREMENTS:	MEDIA			LABELING (Cartridge or Tape)		FORMAT	
	CD ROM	3480 CARTRIDGE	6250 BPI (Tape)	SL (STANDARD)	NL (NONLABELED)	EBCDIC	ASCII

### 1 Ship To Address (Please Print or Type)

CUSTOMER MASTER NUMBER (IF KNOWN)		DATE
ATTENTION / NAME		
ORGANIZATION	DIVISION / ROOM NUMBER	
STREET ADDRESS		
CITY	STATE	ZIP CODE
PROVINCE / TERRITORY	INTERNATIONAL POSTAL CODE	
COUNTRY		
PHONE NUMBER ( )	FAX NUMBER ( )	
CONTACT NAME	INTERNET E-MAIL ADDRESS	

### 2 Method of Payment (Please Print or Type)

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

CREDIT CARD NUMBER \_\_\_\_\_

EXP. \_\_\_\_\_ CARDHOLDER'S NAME \_\_\_\_\_  
(please print)

☐ NTIS Deposit Account Number: \_\_\_\_\_

☐ Check/Money order enclosed for \$ \_\_\_\_\_  
Your check will be converted into an electronic fund transfer, see reverse side for details. (payable to NTIS in U.S. dollars)

### 3 Submit Order

1. **Online** - Click SUBMIT and e-mail to [orders@ntis.gov](mailto:orders@ntis.gov):

2. **FAX**: Print this form and fax it to 703-605-6880

MEMO:

PRICES ARE SUBJECT TO CHANGE  
30 DAYS FROM ABOVE DATE.

## Notice to Customers Making Payment by Check

*Authorization to Convert Your Check:* If you provide us a check to make your payment, your check will be converted into an electronic fund transfer. “Electronic fund transfer” is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By providing your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

*Insufficient Funds:* The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

*Transaction Information:* The electronic fund transfer from your account will be on the account statement you receive from your financial institution. However, the transfer may be in a different place on your statement than the place where your checks normally appear. For example, it may appear under “other withdrawals” or “other transactions.” You will not receive your original check back from your financial institution. For security reasons, we will destroy your original check, but we will keep a copy of the check for recordkeeping purposes.

*Your Rights:* You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a Federal law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

**Privacy Act** – A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at <http://www.ntis.gov/help/eft.asp>, or call 1-800-553-6847 or (703) 605-6000 and request a copy of **NTISPR-1076**. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.